

**Ra'ana Liaquat Ali Khan  
Government College of Home Economics**



Internship Manual for  
Four year BS Home Economics Program with Specialization in  
**Nutrition and Dietetics**  
From University of Karachi

**Nutrition & Dietetics Department  
Offers Three Internships of 864-900 Hours/09 Credit Hours**

<b>Internship A: Community Nutrition (614)</b>	<b>Six weeks/3-Credit hours</b>
<b>Internship B: Food System Management (616)</b>	<b>Six weeks/3-Credit hours</b>
<b>Internship C: Internship in Clinical Nutrition (624)</b>	<b>Six weeks/3-Credit hours</b>

**Course Director:** \_\_\_\_\_

\_\_\_\_\_

# **Introduction**

## **Dietetic Internship Program**

### **Goals:**

- 1) Prepare competent, entry-level dietitians for positions in clinical, food systems and community nutrition settings.
- 2) Prepare graduates to be employable in a wide variety of settings.
- 3) Prepare graduates to continue their professional involvement and growth.
- 4) Upon successful completion, individuals will be eligible to take the national dietetic registration examination (arranged by PNDS).

### **Institutions where this Internship can be done**

Students can work at Hospitals, Health Centers, Community Clinic, Food Service Institutions and Clubs and Other Social Organizations. For fulfilling the requirements of one internship course students may work at more than one place.

### **Duration and Timing of Internship**

Number of Hours in the field: Interns should devote 120 to 200 hours in the field to earn 3 credit hours. It is up to the field supervisor to determine with the student the precise scheduling of the 96 hours.

The interns will be in individual practice settings for approximately 24-40 hours each week for the entire semester. The broad range of competencies that are aimed to be enhanced and relevant activities to be performed are outlined on next page. The actual practicum assignments will be determined by availability of sites and preceptors and the interns' background, interests and professional goals.

All dietetic interns will meet with the instructor weekly for 4 hours per week and/or attend special seminars as assigned.

Internees are expected to work only during normal working hours. If there is any need to work outside normal working hours; this may be done only after getting approval from course director.

## **Co-ordination of the Internship Program**

### **Role of the Course Director**

1. The Internship Director will develop ties with groups, agencies, and corporations in the community that may serve as sites for the placement of interns. She will collect information on specific internship settings available at any given time to undergraduate students. Student may mention their preferences for particular institutions but placements of students at any particular institutions are primarily to be done by the course director.
2. The Internship Director will serve as the faculty supervisor for all interns (except when specific arrangements are made to have another faculty member supervise a student) and will work with the student to have a meaningful experience that relates to the relevant subjects she/he has learned in previous courses. She will also supervise the final internship paper that the intern writes at the completion of the internship.

3. Should problems arise between the field supervisor and the student, or within the agency in general, the Internship Director should attempt to resolve them.
4. The Internship Director will hold mandatory organizational meeting during the semester. During this meeting, the students will be briefed on the intern options for the current semester. Each student will then select a host agency that provides intern the required activities. During this first class meeting, students will also receive a schedule of class meetings and requirements for the semester. At subsequent internship meeting, interns will share experiences of what they are learning in their particular placements. Failure to attend any of these meeting without the director's approval will influence their final grade. Attendance will be taken each time.

### **Role of the course Internee's Supervisor**

1. The primary purpose of the field supervisor/ preceptor, for the internship is to provide role support and direct the learning experiences for the student engaged in internship. The role of the preceptor is one of mentor for the student during the internship.
2. The preceptor may or may not be the intern's direct supervisor for all the activities that would be under taken during the internship however, all preceptors are expected to:
  - a) Give a written consent for accepting student as an internee.
  - b) Orient the internee to the organization
  - c) Assign duties to be performed by the internees
  - d) Clarify range of activities that maybe undertaken by the internees
  - e) Secure a work space and needed resources to be able to successfully complete assigned work and projects
  - f) Meet with the student at least once per week
  - g) Provide regular professional feedback on progress, both strengths and weaknesses
  - h) If needed participate in an internship meeting with the course director to identify and discuss learning issues, strengths, and challenges etc
  - i) Complete an evaluation of the student intern and internship process

### **Duties of the Internees**

1. Internship Contract: Before beginning the internship, the field supervisor and student shall agree upon the nature of the experience the student is to have, the obligations of the field supervisor to the student, the obligations of the student to the agency, and expectations concerning the student's performance. Failure of the student to follow through on any component of the agreement may result in an "F" for the course grade. A copy of the agreement must be provided to the Internship Director, for her files.
2. Written Products: The student is required to keep daily log submit a final report and presentation.
3. Grading: A student's grade is based on his/her performance on the following:
  - a) Fulfilling class requirements on time.
  - b) Completion of required hours in the field.
  - c) Evaluation provided by the field supervisor.
  - d) Submission of daily log and final report and presentation.

# Internship-A: Community Nutrition (614)

**Duration of Internship** Six week/ 288-300 hours

**Credit hours:** 03

**Location for Internship:** Hospitals, Health Centers and Community Clinic.

**Preceptor/Supervisor:** The Chief Dietitian/Nutritionist will be the Preceptor/Supervisor

**Qualification of Preceptor/Supervisor:** It is preferred that Chief Preceptor for this rotation is a registered dietitian or nutritionist.

## Objectives:

At the end of the Internship the internee should be able to:

- Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures, design, implement and evaluate presentations)
- Use oral and written communications in presenting an educational session for a group.
- Have the knowledge of research methodologies; outcomes based research, scientific method, quality improvement methods, psychological and health behaviors, educational and economical needs of diverse populations and local, state, and national food security policy.
- Demonstrate the ability to interpret current research, basic statistics, and environmental issues related to food.
- Assign appropriate patient care activities and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility
- Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Demonstrate initiative by proactively developing solutions to problems.
- Serve in professional and community organizations and ability to educate and counsel individuals on nutrition
- Establish collaborative relationships with patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals. Assessment and treatment of nutritional health risks

## Medical nutrition therapy

- Strategies to assess need for adaptive feeding techniques and equipment.
- Health promotion and disease prevention theories and guidelines
- Influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior
- Complementary and alternative nutrition, herbal therapies and dietary supplements

**Demonstrated the ability to:**

- Calculate and/or define diets for health conditions addressed by health promotion/disease prevention
- Activities or uncomplicated instances of chronic diseases of the general population.
- Screen individuals for nutritional risk and collect pertinent information for comprehensive nutrition assessments
- Determine nutrient requirements across the lifespan and translate nutrition needs into food choices and menus for people of diverse cultures and religions
- Measure, calculate, and interpret body composition data
- Calculate enteral and parenteral nutrition formulations

**Rotation in Community Nutrition Internship**

The internee will have an exposure to community nutrition in the hospital setting, community health centers and human resource centers. By rotation at different facilities learns to network, gain exposure to a variety of healthcare facilities.

# **Internship-B: Food System Management (616)**

**Duration of Internship** Six week/ 288-300 hours

**Credit hours:** 03

**Location for Internship:** Health Care Institutions, Student Feeding Institutions, Employee Feeding Institutions, Transportation Companies, Commercial Food Service Institutions, Clubs and Other Social Organizations. The internee will have an exposure to food system management in Food Service Institutions. By rotation at different facilities the interneers will learn to network, gain exposure to a variety of institutional facilities.

**Preceptor/Supervisor:** The Food Service Manager will be the Preceptor/Supervisor.

**Qualification of Preceptor/Supervisor:** It is preferred that Chief Preceptor for this rotation is a qualified, professional food service manager.

## **Objectives:**

At the end of the Internship the internee should be able to:

- 1) Develop and deliver products, programs or services that promote consumer health and wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions.
- 2) Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
- 3) Maintenance of quality food production including transformation, purchase and storage & ‘holding’ of food products.
- 4) Forecasting, estimating numbers of people to be served; determining quantities of food needed to purchase and prepare; budgeting making; predicting future needs for staff and department based on trends and change.
- 5) Organizing, identification of activities and tasks and dividing them into positions; personnel selection to meet the table of organization chart; welding together of an effective staff without overlapping or duplicating responsibilities.
- 6) Financial control through the use of a system of record and reports; supervision of all activities.

## **Rotation in Food Service Institutions Internship:**

Food service institutions including special areas of human resource management, materials management, financial management, marketing theories and techniques, health care administration, delivery and service management.

# Internship-C: Clinical Nutrition (624)

**Duration of Internship** Six week/ 288-300 hours

**Credit hours:** 03

**Location for Internship:** Hospitals, Health Centers, Community Clinic.

The internee will have an exposure to clinical nutrition in the hospital setting (outpatient and inpatient). By rotation at different facilities learns to network, gain exposure to a variety of healthcare facilities.

**Preceptor/Supervisor:** The Chief Dietitian will be the Preceptor/Supervisor

**Qualification of Preceptor/Supervisor:** It is preferred that Chief Preceptor for this rotation is a registered dietitian.

## **Objectives:**

At the end of the Internship the internee should be able to:

- 1) Write a complete nutrition note, including the problem, etiology, signs and symptoms (PES) statement
- 2) Determine the nutrition diagnosis and select the appropriate nutrition-related intervention for the patient.
- 3) Conduct appropriate diet education for patients with each of the following types of diagnoses: general medicine, surgical renal, pediatric, oncology, and diabetes.
- 4) Integrate the nutrition care process into the total care of the patient. (“Big picture”)
- 5) Present oral and written case studies of patients with several co-morbidities.
- 6) Develop diet education materials for several specific disease states.

## **Rotation in Clinical Nutrition Internship**

- Clinical Nutrition including specialty areas of general medicine and surgery, intensive care, cardiology, nephrology, oncology, pediatric, diabetes, weight management, clinical nutrition management and one week of an elective.

## List of Competencies/Skills to be Practised During

### Internship-A: Community Nutrition

S.No	Competencies	Activities that can help in gaining competency	Proportion of time to be spent on this activity	Supervisor for the activity
A	To enhance ability to explore, study and review records and evidences needed to plan community nutrition projects	<p>By Systematically searching for information related to basic principles and techniques of community nutrition programs</p> <p>By Systematically searching for information from a variety of sources related to the Nutrition situation a community</p> <p>By developing a workable proposal for a practically feasible community nutrition program</p> <p>By Justifying programs, products, services and care using appropriate evidence or data</p> <p>By selecting appropriate indicators and measuring achievement of (clinical, programmatic, quality, productivity, economic or other) outcomes</p>		
B	To enhance ability to communicate effectively with a variety of individual and groups for planning and implementing nutrition programs	<p>By demonstrating professional writing skills in preparing (e.g. research manuscripts, project proposals, education materials, policies and procedures) professional communications</p> <p>By designing, implementing and evaluating presentations considering life experiences, cultural diversity and educational background of the target audience</p> <p>By gaining a working knowledge of English in order to update themselves with the professions' body of knowledge.</p> <p>By gaining a working knowledge of local languages in order to communicate with community for nutrition assessment and education purposes.</p> <p>By Developing and demonstrating effective communications skills using oral, print, visual, electronic and mass media</p> <p>By Using current informatics technology to develop, store, retrieve and disseminate information and data</p>		
C	To enhance the Ability to apply principles of law and ethics to the planning and implementation of community nutrition programs	<p>By applying legal and ethical principles in <u>managing information</u></p> <p>By following the national/international code of conduct (if any) and ethics, and appreciating individual diversity and multi-<u>cultural differences</u> through a knowledge of cultures and customs of other Ethnic groups</p>		



		<p>By practicing in compliance with federal/provincial regulations (if any) and state statutes and rules, as applicable for the Profession of Dietetics</p> <p>By practicing in accordance with national and international <u>policies, regulations and codes of ethics</u> for Dietitians as appropriate</p> <p>By working within the limitations of own knowledge and skills, and refer or receive referrals from professionals as appropriate</p>		
D	To enhance the Ability to counsel a variety of individuals and groups for providing nutrition care	<p>By establishing and maintaining a relationship with the client, which is the foundation of practice. By Applying client-centered practice, particularly, respect for individual differences and their influence on dietary and lifestyle habits and knowledge of client's expectations.</p> <p>By use of effective education and counseling skills to facilitate behavior change</p>		
E	To enhance ability to manage (plan, implement and evaluate) community nutrition program	<p>By planning implementing and evaluating an independent small community nutrition projects or a module in any existing large nutrition project</p> <p>By contributing in a variety of activities (nutritional assessment, nutrition education, program evaluation) in any local nutrition project.</p> <p>By demonstrating initiative by proactively developing solutions to problems within the scope of work assigned.</p>		
F	To enhance the Ability to manage human resources for the implementation of community nutrition program	<p>By using organizational processes and tools to manage human resources</p> <p>BY assigning community nutrition activities to juniors/support personnel considering the needs of subjects or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility</p> <p>By applying leadership principles effectively to achieve desired outcomes</p> <p>By accepting personal responsibility and accountability for actions and decisions</p> <p>By demonstrating professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work within assigned level of dietetic practice.</p> <p>By establishing collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals within assigned level of dietetic practice.</p>		

G	To enhance the Ability to manage time and skills for the implementation of community nutrition program	By planning, executing and recording work effectively and efficiently within the procedures laid down for delivery of the service.		
H	To enhance the Ability to manage material resources for the implementation of community nutrition program	By demonstrating and promoting responsible use of resources including employees, money, time, water, energy, food and disposable goods.  By demonstrating active participation, teamwork and contributions in group settings		
I	To enhance ability to apply nutrition care process to community nutrition projects	By Meeting the needs of clients in complex situations related to health, social situations and the environment. Clients may be individuals, groups, organizations or populations.  By Assessing the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered  By Making nutrition related diagnosis. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis		
J	To enhance the Capacity for continuing professional development	By Learning and teaching through academic study and work or practice-based learning Being proactive in identifying learning opportunities and engage in a process of lifelong learning and professional development.		

**List of Competencies/Skills to be Practised During  
Internship-B: Food System Management**

S.No.	Competencies to be enhanced	Range of Activities to be undertaken	Proportion of time to be spent on this activity	Supervisor for the activity
<b>I</b>	<b>HUMAN RESOURCE MANAGEMENT</b>		<b>(25-50 Hours)</b>	<b>Human Resource Managers/ Dietitians</b>
A.	To use organizational services processes and tools to manage human resources, job specification, recruitment and related activities	<ul style="list-style-type: none"> <li>i. Planning, executing and recording work effectively and efficiently within the procedures laid down for delivery of the service.</li> <li>ii. Through organizational charts, work scheduling and job description.</li> <li>iii. Explaining the Dietitian's /Nutritionist's role in human resource functions. Assigning appropriate patient/client care activities to juniors/support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.</li> </ul>		
B.	To apply leadership principles effectively to achieve desired outcomes	<ul style="list-style-type: none"> <li>i. Accepting personal responsibility and accountability for actions and decisions.</li> <li>ii. Demonstrating professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, and working within assigned level of dietetic practice.</li> </ul>		
C.	To establish collaborative relationships with internal and external stakeholders.	<ul style="list-style-type: none"> <li>i. Giving administrative and personnel support to patients, clients, care givers, physicians, nurses and other health professionals to facilitate individual and organizational goals within assigned level of dietetic practice</li> <li>ii. Referring clients and patients to other professionals and services when needs are beyond individual scope of practice</li> </ul>		
D.	To demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.	<ul style="list-style-type: none"> <li>i. Through budgeting, financial operations and record for control (food production, purchasing, receiving, storage, service, cash transaction operating, maintenance and personnel record).</li> <li>ii. By demonstrating active participation, teamwork and contributions in group settings.</li> </ul>		

<b>II</b>	<b>FOOD SERVICE MANAGEMENT</b>		<b>(75-100 Hours)</b>	<b>Dietitian/ Food Service Manager</b>
A.	To coordinate purchase, production, distribution and service of goods and services	<ul style="list-style-type: none"> <li>i. Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions.</li> <li>ii. By developing and evaluating recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.</li> <li>iii. Integrate dietetic reasoning with food service provision appropriate for the level of dietetic practice.</li> </ul>		
B.	To be able to forecast on the basis of historical and survey data	<ul style="list-style-type: none"> <li>i. By checking on economic levels of consumers/ clients</li> </ul>		
<b>III</b>	<b>MANAGEMENT FOR QUALITY CONTROL</b>		<b>(75-100 Hours)</b>	<b>Dietitian/ Food Service Manager/ Quality Control Incharge</b>
A.	To perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food (can be shifted under the management)	<ul style="list-style-type: none"> <li>i. By checking food sanitation standards in physical facilities, supplies, services, equipment and water availability through quality standards like ISO9000, HACCAP, Grading in purchasing, receiving and storage.</li> <li>ii. By evaluating skills, levels and hygiene practices of employees.</li> </ul>		
B.	To know how to effectively promote the need for and right to nutritional health and safe food.	<ul style="list-style-type: none"> <li>i. By developing the ability to assess food quality, implementing hygiene and food safety measures.</li> <li>ii. By developing standardized recipes, formula preparation according to individual, group and various community needs.</li> <li>iii. By assessing the nutritional adequacy of menu, organoleptic quality of food, color, size, shape, flavor, texture and consistency.</li> </ul>		
C.	To be able to give Presentation and develop program for consumers / clients health and wellness	<ul style="list-style-type: none"> <li>i. By preparing and delivering lectures and presentation through projector or multimedia</li> </ul>		

**List of Competencies/Skills to be Practised During  
Internship-C: Clinical Nutrition**

S.No.	Competencies to be enhanced	Range of Activities to be undertaken	Proportion of time (hours) to be spent on this activity	Supervisor for the activity
<b>I</b>	<b>USE OF KNOWLEDGE AND CAPACITY FOR CONTINUING PROFESSIONAL DEVELOPMENT</b>		<b>25-50</b>	<b>Human Resource Manager/ Dietitian</b>
<b>A.</b>	To apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of dietetics practice.	<ul style="list-style-type: none"> <li><b>i.</b> By learning and teaching through academic study and work or practice-based learning.</li> <li><b>ii.</b> By becoming proactive in identifying learning opportunities and engaging in a process of lifelong learning and professional development.</li> </ul>		
<b>II</b>	<b>RESEARCH AND EVIDENCE</b>		<b>25-50</b>	<b>Dietitian</b>
<b>A.</b>	To evaluate emerging research for application in dietetics practice.	<ul style="list-style-type: none"> <li><b>i.</b> Through systematic search for information from a variety of sources related to the practice of dietetics.</li> <li><b>ii.</b> By developing an understanding of scientific information, literature search and research related to the diet technician/ nutrition worker level of practice.</li> </ul>		
<b>III</b>	<b>COMMUNICATION SKILLS</b>		<b>25-50</b>	<b>Dietitian</b>
<b>A.</b>	To demonstrate professional writing skills in preparing professional communications.	<ul style="list-style-type: none"> <li><b>i.</b> By using current informatics technology to develop, store, retrieve and disseminate information and data.</li> <li><b>ii.</b> Through research manuscripts, project proposals, education materials, policies and procedures.</li> </ul>		
<b>B.</b>	To design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience.	<ul style="list-style-type: none"> <li><b>i.</b> Through developing and demonstrating the effective communications skills using oral, print, visual, electronic and mass media methods for masses.</li> <li><b>ii.</b> Through working knowledge of English in order to update themselves with the professions' body of knowledge.</li> </ul>		

S.No.	Competencies to be enhanced	Range of Activities to be undertaken	Proportion of time (hours) to be spent on this activity	Supervisor for the activity
<b>IV</b>	<b>COUNSELLING</b>		<b>50</b>	<b>Dietitian</b>
<b>A.</b>	To establish and maintain a relationship with the client.	<ul style="list-style-type: none"> <li><b>i.</b> By applying client-centered practice, particularly, respect for individual differences and their influence on dietary and lifestyle habits and knowledge of client's expectations.</li> <li><b>ii.</b> By using effective education and counseling skills to facilitate behavior change</li> </ul>		
<b>V</b>	<b>NUTRITIONAL SERVICES TO CLIENTS</b>		<b>75-100</b>	<b>Dietitian/ Food Service Manager</b>
<b>A.</b>	To perform the Nutrition Care Process.	<ul style="list-style-type: none"> <li><b>i.</b> By implementing theories and models, nutritional and activity analysis in order to integrate reasoning related to the dietetic process with client need.</li> <li><b>ii.</b> By using standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</li> <li><b>iii.</b> Through meeting the needs of clients (individuals, groups, organizations or populations) in complex situations related to health, social situations and the environment.</li> </ul>		
<b>B.</b>	To assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.	<ul style="list-style-type: none"> <li><b>i.</b> By implementing the Dietetic process, including screening, assessment, identifying needs, formulating goals and planning.</li> <li><b>ii.</b> Through planning and implementing nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.</li> <li><b>iii.</b> By evaluating the outcomes, in order to enable client choice.</li> </ul>		
<b>C.</b>	To make a dietetic/nutrition related diagnosis.	<ul style="list-style-type: none"> <li><b>i.</b> Through diagnosing nutrition problems etiology, signs and symptoms (PES) statements.</li> <li><b>ii.</b> By monitoring the impact of interventions on the nutrition diagnosis.</li> </ul>		
<b>D.</b>	To treat and counsel a client/patient using special dietetic/nutritionally modified products	<ul style="list-style-type: none"> <li><b>i.</b> By delivering respectful, science-based answers to consumer questions concerning emerging trends within scope of their work.</li> </ul>		

S.No.	Competencies to be enhanced	Range of Activities to be undertaken	Proportion of time (hours) to be spent on this activity	Supervisor for the activity
<b>VI</b>	<b>LAW AND ETHICS</b>		<b>(25 Hours)</b>	<b>Human Resource Managers/ Dietitians</b>
<b>A.</b>	To apply legal and ethical principles in managing and practicing information.	<ul style="list-style-type: none"> <li data-bbox="485 465 1129 629">iv. By following the national/international code of conduct (if any) and ethics, and by appreciating individual diversity and multi-cultural differences through knowledge of cultures and customs of other ethnic groups.</li> <li data-bbox="485 667 1129 797">v. By practicing in compliance with federal/provincial regulations (if any) and state statutes and rules, as applicable for the Profession of Dietetics.</li> <li data-bbox="485 835 1129 929">vi. By practicing in accordance with national and international policies, regulations and codes of ethics for Dietitians as appropriate</li> </ul>		

a. Ability to follow instructions			
-----------------------------------	--	--	--